

State Oil and Gas Board



Functional Analysis & Records Disposition Authority

**Revision
Presented to the
State Records Commission
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Functional and Organizational Analysis of the State Oil and Gas Board

Sources of Information

- Representatives of the State Oil and Gas Board
- Code of Alabama, 1975 § 9-17-1 through § 9-17-33
- Alabama Government Manual (1994)
- Alabama Administrative Code Chapters 400-1-1 through 400-4-6
- Government Records Division, State Agency Files (1985-ongoing)
- State Oil and Gas Board, *Oil and Gas Report 19*, 1995
- Holdings of the Department of Archives and History for the State Oil and Gas Board

Historical Context

The legislature created the Geological Survey on January 8, 1848, to explore and survey the mineral, energy, water, and biological resources of the state. Beginning in the 1860s, the staff of the Geological Survey focused attention on the economic benefits that the state could realize through development of its geological resources. Information gathered by the Geological Survey contributed to successful, widespread oil drilling operations in Alabama in 1944, and the legislature's creation of the State Oil and Gas Board in 1945.

The Alabama Legislature enacted the first oil and gas statute for the state in 1911. Since then, the state legislature has periodically revised and amended the state's oil and gas laws. The board adopted initial orders on September 3, 1946. The board had the orders published as "General Order No. 1, Prescribing Rules and Regulations Governing the Conservation of Oil and Gas in Alabama." The board repealed the orders on October 1, 1976, with the promulgation of new rules on August 13, 1976 (State Oil and Gas Board Administrative Code Introduction, 1990). The legislature approved the continuance of the board in 1990, 1994, and 1996, per the provisions of the state sunset law.

Agency Organization

The governor appoints three members to the State Oil and Gas Board, hereinafter referred to as the board, for six-year terms. The board elects one of the three members as chair. Any person who has served nineteen years or more continuously on the board is a nonvoting member emeritus of the board upon retirement from the board. The president of the University of Alabama appoints the State Geologist, who is the head of the Geological Survey and the State Oil and Gas Board. The two agencies share office space, staff, and equipment. The state oil and gas supervisor is *ex officio* secretary of the board and employs, with the concurrence of the board, necessary personnel subject to the provisions of the merit system. The board has offices in Tuscaloosa and Mobile. An organizational chart is attached.

Agency Function and Subfunctions

The mandated function of the State Oil and Gas Board is to prevent the waste of oil and gas and to protect the correlative rights declared to be in the public interest. The board is one of the agencies responsible for performing the Regulatory function and the Stewardship function of Alabama government.

In the performance of its mandated function, the State Oil and Gas Board may engage in the following subfunctions:

- **Preventing Waste.** The board promotes the conservation of Alabama's oil and gas resources and prevents waste of oil and gas resources. Activities undertaken include collecting data and carrying out investigations and inspections. The board examines properties, records, oil and gas wells, tanks, refineries, and modes of transportation for the prevention of waste of oil and gas. During their investigations, agents of the board have access to all wells, storage facilities, and pipelines, and to all well production and transport records.

The board may issue subpoenas to require the attendance of witnesses at its hearings and may require the production of records (Code of Alabama 1975 § 9-17-8). The board may impose fines and/or order the closing of all or any part of the drilling, production, or other operations of any person in this state for failure to comply with any rule, regulation, or order of the board, or with the laws of the state. The board may also order the closing of any operation where the continuance of the operation will result in danger to the public.

- **Issuing Permits/Manifests and Approving Applications, Designs, and Construction.** The board issues permits for wells and grants permission for the transportation of oil/gas and waste liquids from a well site. Before the implementation of certain procedures related to drilling for oil and/or gas, the operator must notify the supervisor of the board or one of his/her agents and obtain approval for the procedures.

Applicants must file the appropriate forms, pay the required fees, and submit other documentation for approval by the supervisor. The supervisor may approve applications made in compliance with the rules of the board. After due notice and hearing, the board may reject applications that do not comply with the rules. Well operators make a weekly report on the status of each well and must notify the board before plugging or abandoning a well. Agents of the board may inspect the plugging of any well. The board must also approve any change in the status of a well.

The board also issues Certificates of Eligibility to Transport for the transportation of waste liquids from a site. Operators must file a Waste Liquid Manifest with the board each time they transport waste liquids from a site.

The board approves the design and construction of all processing facilities and the processes and procedures used in facilities. The board also approves all process and flow diagrams of equipment; schematic drawings; and construction plans and schedules

submitted by the operator. Before operation begins for an approved facility, the board inspects information submitted by the operator concerning tests and inspections. The board also approves plants before they can begin operations.

The board receives all information concerning drilling, testing, plugging, and any other procedure performed on a well. An operator submits such information on standardized, notarized forms and submits copies of the geophysical logs, core analyses, mud logs, directional surveys, and drill stem tests for all wells drilled in the state. The board also receives complete sets of drill cuttings and a whole or slabbed core, if the operator cores the well, along with the appropriate logs or reports. If the well operator so requests, all logs, cuttings, cores, core analyses, cored intervals and formation depths from a well may be kept confidential for six months from the completion of such well.

- **Providing for the Safety of the Population and Environment.** The board provides for the safety of the population and environment relating to oil and gas. In case of fire, spill, leak, or blowout, the operator notifies the supervisor of the board. An agent of the board determines, upon investigation, if an incident report is necessary. Wells with drilling operations that may encounter hydrogen sulfide must meet specific requirements of the board, including displaying warning signs and having procedures to handle an emergency regarding hydrogen sulfide. Once the operator has met all requirements regarding the presence of hydrogen sulfide, the board issues a Certificate of Compliance that the operator must renew annually or if any modifications are made to the well. If a radioactive logging source is lost in a well, the operator notifies the oil and gas supervisor. If the source must be left in the well, the supervisor, with the Department of Public Health, approves the plan of abandonment submitted by the well operator.
- **Promulgating Rules, Regulations, and Orders.** The board may create rules governing oil and gas in the state following a public hearing. In the event an emergency is found to exist by the board, the board may make, change, renew, or extend a rule, regulation, or order without first having a hearing. An emergency rule, regulation, or order remains in force no longer than forty-five days from its effective date. The board provides access to all its rules, regulations, and orders. Any member of the public may make a request of the board, in writing, to hold a hearing to take action in respect to any matter within the jurisdiction of the board. Within thirty days of the hearing, the board takes action regarding the subject matter thereof as it may deem appropriate.

The board may require a public hearing before the approval of any procedure that is not in strict compliance with the board's rules and regulations, or before the approval of sour flow or sour gathering lines or class II wells if necessary. The board also conducts public hearings to establish units for the distribution of oil and gas revenues. Any person aggrieved and affected by a decision of the supervisor may, within thirty days after such decision, petition the board for a hearing de novo requesting the board to consider and rule upon a decision by the supervisor.

- **Administering Internal Operations.** A significant portion of the agency's work includes general administrative, financial, and personnel activities performed to support the programmatic areas of the agency.

Managing the Agency: Activities involved in managing the agency may include internal office management activities such as corresponding and communicating; scheduling; meeting; creating policy and procedures; reporting; litigating; legislating (drafting, lobbying, tracking); publicizing and providing information; managing records; and managing information systems and technology.

Managing Finances: Activities involved in managing finances may include the following: budgeting (preparing and reviewing the budget package, submitting the budget package to the Department of Finance, documenting amendments and performance of the budget); purchasing (requisitioning and purchasing supplies and equipment, receipting and invoicing for goods, and authorizing payment for products received); accounting for the expenditure, encumbrance, disbursement, and reconciliation of funds within the agency's budget through a uniform system of accounting and reporting; authorizing travel; contracting with companies or individuals; bidding for products and services; and assisting in the audit process.

Managing Human Resources: Activities involved in managing human resources may include the following: recruiting and hiring eligible individuals to fill vacant positions within the agency; providing compensation and benefits to employees; supervising employees (evaluating performance, disciplining, granting leave, and monitoring the accumulation of leave); and providing training and continuing education for employees.

Managing Properties, Facilities, and Resources: Activities involved in managing properties, facilities, and resources may include the following: inventorying and accounting for non-consumable property and reporting property information to the appropriate authority; constructing buildings and facilities; leasing and/or renting offices or facilities; providing for security and/or insurance for property; and assigning, inspecting, and maintaining agency property, including vehicles.

Analysis of Record Keeping System and Records Appraisal of the State Oil and Gas Board

Agency Record Keeping System

The State Oil and Gas Board operates a hybrid system composed of computer, paper, and micrographic records.

Computer Systems: The State Oil and Gas Board shares with the Geological Survey a Local Area Network (LAN). Staff members have access to the Internet and e-mail. Some staff members create programs in the MS-Fox Pro database software. Five databases are presently available to the public via modem on the State Oil and Gas Board's Information System or through terminals at the offices of the State Oil and Gas Board. The information is available as read only and can be altered only after a user enters the proper user identification and password into the NetWare system. These databases include well file information, including permitting, drilling, completion, test, and plugging information for all wells drilled in Alabama; production information, including production information for each producing well in Alabama by well, field, unitized area, plant, and operator; by field information, including information on a field's discovery date, discovery well, pool, spacing, casing requirements, and field allowable; and by unit information, including information on unitized fields in Alabama. All information in the databases is derived from data entries made from paper submissions. The board and the Geological Survey enter the data.

An incremental backup of the server is performed nightly and a full backup occurs weekly. The agency uses backup tapes on a 5-week rotation and stores the tapes at the board. The State Oil and Gas Board uses 4mm DAT backup tapes. A Quick Tape backup is also used as necessary.

The board maintains a web site at www.ogb.state.al.us where the public can view information regarding oil and gas in the state. Much of the information on the web site is available in the publications of the board.

Paper-based System: The board maintains forms, reports, technical exhibits, well geophysical logs, cuttings and cores, and other information submitted to the board and those reports generated or filed because of hearings. The board extracts some data from the forms and other records and compiles the data in dynamic computer databases residing on a centralized file server. The board's office in Tuscaloosa maintains the official copy of the records. The Mobile office maintains copies of selected records for ease of access.

Micrographics: The board has microfiche copies of wireline geophysical logs and well forms. Currently, MJ Systems of Jackson, Mississippi, films the logs and gives two sets of microfiche to the board. The board sends copies of microfiche that contain logs dealing with operations in south Alabama to the Mobile office. The board stores all other microfiche in its offices in Tuscaloosa. The board does not destroy the paper copy.

Records Appraisal

The following is a discussion of the two major categories of records created and/or maintained by the board: Temporary Records and Permanent Records.

I. Temporary Records. Temporary records should be held for what is considered to be their active life and disposed of once all fiscal, legal and administrative requirements have been met. Some of the temporary records created by the board are discussed below:

- **Operator Submission Forms.** Applications for gathering lines and production and processing facilities are submitted to the board. The board maintains files on the applications and other submissions. The information is useful to the board in its daily activities, but the record does not retain permanent value because it does not document the activities of the board or the resources of the state.

II. Permanent Records. The Government Records Division recommends the following records as permanent.

These permanent records form a group of information on the oil and gas wells of the state. The oil and gas wells are long-term entities that have an effect on the environment of the state even after they are closed. If someone reopens a well, the operator and the board would need the information collected by the board regarding the well. The records work together to give a complete picture of the oil and gas wells, their operators, and their effect on the state. The records also provide necessary information in the event of a disaster.

Preventing Waste

- **Field Inspection Files.** Agents of the board perform field inspections. The resulting files document the inspections of well activity. Because oil and gas are limited natural resources of the state, the records that document the inspection of sites that are associated with the removal, treatment, or transfer of oil and/or gas should be maintained.
- **Underground Injection Control Files.** The board requires the submission of information regarding underground injection of waste into wells. Because these records document the insertion of waste into wells of the state, they are needed permanently to document possible effects on the environment over time.
- **Annual Reports.** The board creates an annual report that documents the progress of the oil and gas industry in the state and the activities of the board.

Issuing Permits/Manifests and Approving Applications, Designs, and Construction

- **Well/Operator Files.** These files contain forms and other documents submitted by the operator of every oil and gas well in the state. The files also contain correspondence. The

records document all facets of well operation. The board compiles the data from the forms in a dynamic database residing on a file server, which is accessible to the public through the Internet and on computers in the board's office. These files are the backbone of the board's day-to-day operation.

- **Well Information Databases.** These databases include information on well files, operators, production, fields, and units. The public has access to these databases through the Internet and through terminals in the offices of the board. The databases allow easy access to information of the board. They document the activities of the board and the activities of those whom the board has licensed. The databases also document the use of the state's oil and gas resources.
- **Technical Data Submissions.** Well operators send certain technical data to the board. This data includes geophysical logs, mud logs, directional surveys, drill-stem tests, production tests, core analyses, whole cores, and drill cuttings. The public and staff use the logs, tests, analyses, and surveys for research and monitoring of well progress. The logs, cuttings, and cores may be checked out and viewed by researchers, staff, and the public but require special handling. The submissions provide information on well sites and the geology of the state.
- **Maps.** Currently the board posts well data on maps that the board's staff members create by hand. These maps show the location of wells and fields in the state and provide quick reference to the locations. The board anticipates using GeoGraphix to generate maps with well information electronically and is also working toward having maps and associated data accessible through a Geographic Information System (GIS) computer database.

Providing for the Safety of the Population and Environment

- **Hydrogen Sulfide Contingency Plans.** Operators of operations involving hydrogen sulfide of 100 parts per million or greater must submit contingency plans to the board. The plans provide the procedures to be followed to protect the public in case of the accidental release of hydrogen sulfide to the environment. The plans retain value even after someone plugs a well because operators will need them in the event that someone wants to reopen the well.

Promulgating Rules, Regulations, and Orders

- **Hearing Records.** These records include reports, testimonies, and orders that document the granting or denying of petitions.

Administering Internal Operations

- **Administrative Files of the State Geologist.** These files contain correspondence and other documentation of the state geologist that document his/her work regarding the State Oil and Gas Board. The administrative files contain information not found in other

records of the agency and are necessary to document the activities of the State Oil and Gas Board.

- **Website.** The website of the State Oil and Gas Board contains information on oil and gas activity in the state, public hearings, databases, rules and regulations, forms required for filing relating to oil and gas activity, publications, news, and staff, as well as other general information about the agency. The agency's databases provide access to the extensive records on oil and gas activity in the state since the establishment of the board in 1945. The website should be preserved as it serves as an important medium for communication with the public.

Permanent Records List State Oil and Gas Board

Preventing of Waste

1. Field Inspection Files*
2. Underground Injection Control Files*
3. Annual Reports

Issuing Permits/Manifests and Approving Applications, Designs, and Construction

1. Well/Operator Files*
2. Well Information Databases*
3. Technical Data Submissions*
4. Maps

Providing for the Safety of the Population and Environment

1. Hydrogen Sulfide Contingency Plans*

Promulgating Rules, Regulations, and Orders

1. Hearing Records*

Administering Internal Operations

1. Administrative Files of the State Geologist
2. Website

*indicates records that ADAH anticipates will remain in the care and custody of the creating agency.

ADAH staff members are available to work with agency staff in determining the best location and storage conditions for the long-term care and maintenance of permanent records.

State Oil and Gas Board Records Disposition Authority

This Records Disposition Authority (RDA) is issued by the State Records Commission under the authority granted by the Code of Alabama 1975 § 41-13-5 and § 41-13-20 through 21. It was compiled by the Government Records Division, Alabama Department of Archives and History (ADAH), which serves as the commission's staff, in cooperation with representatives of the State Oil and Gas Board. The RDA lists records created and maintained by the State Oil and Gas Board in carrying out its mandated functions and activities. It establishes retention periods and disposition instructions for those records and provides the legal authority for the State Oil and Gas Board to implement records destruction.

Alabama law requires public officials to create and maintain records that document the business of their offices. These records must be protected from "mutilation, loss, or destruction," so that they may be transferred to an official's successor in office and made available to members of the public. Under the Code of Alabama 1975 § 36-12-40, "every citizen has a right to inspect and take a copy of any public writing in this state, except as otherwise expressly provided by statute." Records must also be kept in accordance with auditing standards approved by the Examiners of Public Accounts (Code of Alabama 1975 § 36-12-2, § 36-12-4, and § 41-5-23). For assistance in implementing this RDA, or for advice on records disposition or other records management concerns, contact the ADAH Government Records Division at (334) 242-4452.

Explanation of Records Requirements

- This RDA supersedes any previous records disposition schedules governing the retention of the State Oil and Gas Board's records. Copies of superseded schedules are no longer valid and should be discarded.
- The RDA establishes retention and disposition instructions for records listed below, regardless of the medium on which those records may be kept.
- Electronic mail is a communications tool that may record permanent or temporary information. As for records in any other format, the retention periods for e-mail records are governed by the requirements of the subfunctions to which the records belong.
- Some temporary records listed under the Administering Internal Operations subfunction of this RDA represent duplicate copies of records listed for long-term or permanent retention in the RDAs of other agencies.
- Certain records and records-related materials need not be retained as records under the disposition requirements in this RDA. Such materials include: (1) duplicate record copies that do not require official action, so long as the creating office maintains the original record for the period required; (2) catalogs, trade journals, and other publications received that require no action and do not document government activities; (3) stocks of blank stationery, blank forms, or other surplus materials that are not subject to audit and have become obsolete; (4) transitory records, which are temporary records created for short-term, internal purposes that may include, but are not limited to: telephone call-back

messages; drafts of ordinary documents not needed for their evidential value; copies of material sent for information purposes but not needed by the receiving office for future business; and internal communications about social activities; and (5) honorary materials, plaques, awards, presentations, certificates, and gifts received or maintained by the agency staff.. They may be disposed of without documentation of destruction.

Records Disposition Requirements

This section of the RDA is arranged by subfunctions of the State Oil and Gas Board and lists the groups of records created and/or maintained by the board as a result of activities and transactions performed in carrying out these subfunctions. The board may submit requests to revise specific records disposition requirements to the State Records Commission for consideration at its regular quarterly meetings.

Preventing Waste

FIELD INSPECTION FILES

Disposition: PERMANENT RECORD.

UNDERGROUND INJECTION CONTROL FILES

Disposition: PERMANENT RECORD.

ANNUAL REPORTS

Disposition: PERMANENT RECORD.

Issuing Permits/Manifests and Approving Applications, Designs, and Construction

WELL/OPERATOR FILES

Disposition: PERMANENT RECORD.

WELL INFORMATION DATABASES (includes well file information database, operator information database, production information database, field information database, unit information database)

Disposition: PERMANENT RECORD.

TECHNICAL DATA SUBMISSIONS

Disposition: PERMANENT RECORD.

MAPS

Disposition: PERMANENT RECORD.

Providing for the Safety of the Population and Environment

Operator Submission Forms

Disposition: Temporary Record. Retain 30 years.

Incident Reports

Disposition: Temporary Record. Retain 50 years.

HYDROGEN SULFIDE CONTINGENCY PLANS

Disposition: PERMANENT RECORD.

Promulgating Rules, Regulations, and Orders

HEARING RECORDS

Disposition: PERMANENT RECORD.

REGISTER OF ADMINISTRATIVE RULES

Disposition: PERMANENT RECORD. Retain in office (Code of Alabama 1975 § 41-22-6 and § 41-22-7).

Public Hearing Notices

Disposition: Temporary Record. Retain 1 year.

Administering Internal Operations: Managing the Agency

ADMINISTRATIVE FILES OF THE STATE GEOLOGIST

Disposition: PERMANENT RECORD.

WEBSITE

Disposition: PERMANENT RECORD. Preserve a complete copy of website annually or as often as significant changes are made.

Appointment Letters

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the term expires.

Routine Correspondence (includes requests for information)

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Mailing Lists

Disposition: Temporary Record. Retain for useful life.

Administrative Reference Files

Disposition: Temporary Record. Retain for useful life.

Mobile Office Disclaimer Log

Disposition: Temporary Record. Retain for useful life.

Records documenting the implementation of the agency's approved RDA (copies of transmittal forms to Archives or the State Records Center, evidence of obsolete records destroyed, and annual reports to the State Records Commission)

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Copy of RDA

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the RDA is superseded.

Computer System Documentation (Y2K Records, hardware/software manuals and diskettes, warranties, records of access/authorities, file naming conventions)

Disposition: Temporary Record. Retain documentation of former system 3 years after the end of the fiscal year in which the former hardware and software no longer exists anywhere in the agency and all permanent records have been migrated to a new system.

Electronic Inventory Management

Disposition: Temporary Record. Retain for useful life.

Order Processing System

Disposition: Temporary Record. Retain for useful life.

Electronic Equipment Repair Logs

Disposition: Temporary Record. Retain for useful life.

Service Requests

Disposition: Temporary Record. Retain until work is complete.

Printouts of Acknowledgment from the Secretary of State Relating to Notices of Meetings Posted by State Agencies

Disposition: Temporary Record. Retain 3 years.

Administering Internal Operations: Managing Finances**Records documenting the preparation of a budget request package and reporting of the status of funds, requesting amendments of allotments, and reporting program performance**

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Records documenting the requisitioning and purchasing of supplies and equipment, receipting and invoicing for goods, and authorizing payment for products

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Records of original entry or routine accounting transactions such as journals, registers, and ledgers; and records of funds deposited outside the state treasury, including bank statements, deposit slips, and cancelled checks

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Cash Register Operation Records

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Records documenting requests for authorization from supervisors to travel on official business and other related materials, such as travel reimbursement forms and itineraries

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Contractual records established for the purpose of services or personal property

Disposition: Temporary Record. Retain 6 years after expiration of the contract.

Records documenting the bid process, including requests for proposals and unsuccessful responses

- a. Original Bid Records Maintained in the Purchasing Office of the Agency for Contracts over \$7500
Disposition: Temporary Record. Retain 7 years after the end of the fiscal year in which the bids were opened.
- b. Duplicate copies of bid (where originals are maintained by the Finance Department - Division of Purchasing)
Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the bids were opened.

Agency Audit Reports

Disposition: Temporary Record. Retain 6 years after end of the fiscal year in which the records were created.

Administering Internal Operations: Managing Human Resources

Job Recruitment Materials

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Application Materials

Disposition: Temporary Record. Retain 1 year.

Records documenting payroll (e.g. pre-payroll reports, payroll check registers)

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Records documenting payroll deduction authorizations

Disposition: Temporary Record. Retain 6 years after separation of employee from the agency.

Records documenting payroll deductions for tax purposes (including Form 941)

Disposition: Temporary Record. Retain 3 years after end of year in which the records were created.

Records documenting employee hours worked, leave earned, leave taken, and leave donation

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Records documenting an employee's work history - generally maintained as a case file (includes records of final leave status)

Disposition: Temporary Record. Retain 6 years after separation of an employee from the agency.

Employee Flexible Benefits Plan Files (applications and correspondence)

Disposition: Temporary Record. Retain 6 years after termination of participation in program.

Records documenting the State Employee Injury Compensation Trust Fund (SEICTF) Claims

Disposition: Temporary Record. Retain 6 years after separation of the employee from the agency.

Employee Administrative Hearing Files

Disposition: Temporary Record. Retain 6 years after separation of the employee from the agency.

Section/Division Personnel Files

Disposition: Temporary Record. Retain until separation of an employee from the agency.

Weekly Activity Reports

Disposition: Temporary Record. Retain for useful life.

Records documenting agency provision of training and professional development

Disposition: Temporary Record. Retain 3 years.

Administering Internal Operations: Managing Properties, Facilities, and Resources

SEMIANNUAL INVENTORY LISTS

Disposition: PERMANENT RECORD. Retain in office (Code of Alabama 1975 § 36-16-8[1]).

Agency Copies of Transfer of State Property Forms (SD-1)

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Property Inventory Cards and/or Computer Files

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the item is removed from the property inventory.

Receipts of Responsibility for Property

Disposition: Temporary Record. Retain until return of item to property manager.

Records documenting the lease or rental of office or warehouse space

Disposition: Temporary Record. Retain 6 years after expiration of the lease.

Security Records/Logs

Disposition: Temporary Record. Retain 6 months after superseded.

Requirement and Recommendations for Implementing the Records Disposition Authority (RDA)

Under the Code of Alabama 1975 § 41-13-21, “no state officer or agency head shall cause any state record to be destroyed or otherwise disposed of without first obtaining approval of the State Records Commission.” This Records Disposition Authority constitutes authorization by the State Records Commission for the disposition of the records of the State Oil and Gas Board (hereafter referred to as the agency) as stipulated in this document.

One condition of this authorization is that the agency submit an annual Records Disposition Authority Implementation Report on agency records management activities, including documentation of records destruction, to the State Records Commission in April of each year. In addition, the agency should make every effort to establish and maintain a quality record-keeping program through the following activities:

- The agency should designate a records liaison, who is responsible for: ensuring the development of quality record keeping systems that meet the business and legal needs of the agency, coordinating the transfer and destruction of records, ensuring that permanent records held on alternative storage media (such as microforms and digital imaging systems) are maintained in compliance with national and state standards, and ensuring the regular implementation of the agency’s approved RDA.
- Permanent records in the agency’s custody should be maintained under proper intellectual control and in an environment that will ensure their physical order and preservation.
- Destruction of temporary records, as authorized in this RDA, should occur agency-wide on a regular basis – for example, after the successful completion of an audit, at the end of an administration, or at the end of a fiscal year. Despite the RDA’s provisions, no record should be destroyed that is necessary to comply with requirements of the state Sunset Act, audit requirements, or any legal notice or subpoena.
- The agency should maintain full documentation of any computerized record-keeping system it employs. It should develop procedures for: (1) backing up all permanent records held in electronic format; (2) storing a back-up copy off-site; and (3) migrating all permanent records when the system is upgraded or replaced. If the agency chooses to maintain permanent records solely in electronic format, it is committed to funding any system upgrades and migration strategies necessary to ensure the records’ permanent preservation and accessibility.

The staff of the State Records Commission or the Examiners of Public Accounts may examine the condition of the permanent records maintained in the custody of the agency and inspect records destruction documentation. Government Records Division archivists are available to instruct the agency staff in RDA implementation and otherwise assist the agency in implementing its records management program.

The State Records Commission adopted this records disposition authority on April 26, 2001 (reformatted on March 17, 2008).

Edwin C. Bridges, Chairman, by Tracey Berezansky
State Records Commission

Date

Receipt acknowledged:

Berry H. Tew, Jr. State Oil and Gas Supervisor
State Oil and Gas Board

Date